



The Yale Broadcasting Co.
Incorporated

BOX 242A YALE STATION
NEW HAVEN, CONN.
Telephone 5-6284

PROGRAM DEPARTMENT

Inter Office Memorandum

PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR (ADM.)
ASSISTANT PROGRAM DIRECTOR (OPNS)

NEWS DEPARTMENT
RECORD DEPARTMENT
SPORTS DEPARTMENT
CONTINUITY DEPARTMENT

SPECIAL EVENTS DIVISION
RECORDING DIVISION
SUPERVISORS
CHIEF ANNOUNCER - MONITOR

PROGRAM DEPARTMENT POLICY AND PROCEDURAL REGULATIONS

APRIL 6, 1950.

I. COMMERCIAL AIR TIME

- 1) The amount of commercial time in a sponsored program will be in accord with NAB policy.
- 2) Commercial announcements will not be double spotted, with the exception of five second time tones announcements following a twenty second chain break commercial.
- 3) In a fifteen minute segment of a record program, no more than four commercial announcements will be permitted.
- 4) In general, it will not be possible to sponsor a program on a one time basis.
- 5) Three times is the minimum for all spot announcements.
- 6) Sponsors using spot announcements will have an option of forty-eight hours from the termination date of their contract on their broadcast times. Sponsors of programs will have an option of one week from the termination date of their contract on their broadcast time. This shall be excepted in the case of seasonal programs. (i.e. sporting events.)
- 7) Any programs carried jointly by WYBC and outside stations may not be sponsored without the permission of the Program Director.
- 8) The Program Dept. is the final agency for the scheduling, clearing, etc., of all programs and commercial copy.
- 9) All programs and commercial copy are subject to the approval of the Program Director.
- 10) The Program Director will reserve the right to remove from airing any distasteful material.
- 11) Programs obtained from outside stations may not be sponsored without the permission of the station involved.
- 12) The term "Mention WYBC when visiting...." or any similar statement in commercial copy is forbidden.

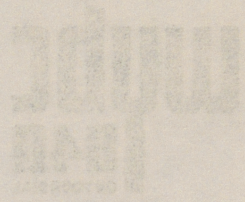
NEW YORK
NEW YORK
NEW YORK

The Yale Broadcasting Co.

Incorporated

PROGRAM DEPARTMENT

1000 Olive Street



TO THE DIRECTOR OF THE BROADCASTING BOARD
NEW YORK
NEW YORK
NEW YORK

RE: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

7. [Illegible]

8. [Illegible]

9. [Illegible]

10. [Illegible]

11. [Illegible]

12. [Illegible]



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13) The Program Director will reserve the right to remove any station member or heeler from his broadcast shift if that person is unable to conduct himself in a manner conducive to proper broadcasting.

14) WYBC will broadcast only within regular broadcast hours, as determined by the Program Director. Informal broadcast periods at marginal periods of University vacations may also be determined by the Program Director.

II. UNIVERSITY RELATIONS

1) Broadcasts involving forums, speeches, addresses by students, members of the faculty, or outside personnel to be aired on stations other than WYBC must first be cleared through a committee of Yale University consisting of Mr. Carl Lohmann, Mr. Richard Lee, and Mr. Carlos Stoddard, and/or any member they may choose to designate. An information copy of this request will be forwarded to Dean Lohmis Havemeyer.

2) The following continuity will be inserted at the close of each of these programs mentioned above:

"....originated through the facilities of WYBC, operated by the undergraduates of Yale University. Views expressed by those participating in this broadcast are their own, and do not necessarily reflect the policy of Yale University or the station to which you are listening."

3) Clearance for installation of broadcast lines in University buildings other than the studios of WYBC must be obtained from Mr. William W. Randolph, General Manager, Yale University Service Bureaus.

4) Information copies of all instructions pertaining to above broadcasts after they have been properly cleared will be forwarded to Mr. Lohmann, Mr. Lee, Mr. Stoddard, Dean Havemeyer, and any other personnel they may so designate, and to all personnel and organizations concerned.

5) The only clearance necessary for athletic events, singing groups, etc., is the proper permission from those groups concerned. Information copies of all broadcasts, however, will be sent to Dean Havemeyer.

6) Organizations working independently of WYBC will necessarily be responsible for their own clearance and arrangements.

THE YALE BROADCASTING CO.
NEW HAVEN, CONNECTICUT
1941

The Yale Broadcasting Co.
PROGRAM RESUME
Inter Office Memorandum

WUOL
1941

TO: Mr. [Name] FROM: Mr. [Name]
SUBJECT: [Subject]

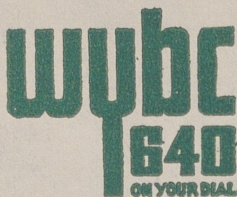
Reference is made to the letterhead memorandum dated [Date] and captioned as above.

It is recommended that the proposed action be approved.

The proposed action is in accordance with the policy of the Board of Directors.

Very truly yours,
[Signature]
[Name]

Enclosed for the [Name] are [Number] copies of the [Document].



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III. BROADCAST PROCEDURE AND REGULATIONS

1) Sign on and sign off

The National Anthem will be played at each sign on and sign off, and the correct continuity read. The sign on will occur one minute and thirty seconds (1:30) prior to the first program, which will start at the exact time listed on the program log. (i.e. 6:58:30 A.M., 4:58:30 P.M., etc.)

The sign off will occur thirty seconds after the completion of the final program. (i.e. 9:00:00 A.M., 1:00:00 A.M.) The thirty seconds will be filled by a weather forecast and a time signal.

2) Network Cue

The network cue will be the official end of all programs. WYBC's network cue is "THIS IS THE IVY NETWORK IN NEW HAVEN."

It is also the cue for all broadcasts originating outside the studios of WYBC, except those which are taking a time cue. All word cue remotes will commence feeding exactly thirty seconds after the network cue.

The network cue is not to be given unless there is a change of programs, with the exception of Heeler's Hacktime, in which the network cue should be given every half hour at the correct times.

3) Station breaks

The following are accepted station breaks:

1. "This is WYBC, (pause), Yale."
2. "This is the voice of the Yale campus, WYBC."
3. "At 640 on your dial, you are tuned to WYBC."

For all programs which do not have a network cue (i.e., Stardust, Musical Matinee, etc.) please use the following station breaks:

1. "This is Ivy at Yale, WYBC."
2. "This is WYBC, Ivy at Yale."
3. Any of the above listed breaks.

The station break procedure will consist of the following:

Program close	old announcer
Network cue	old announcer
Station break	new announcer
20 second announcement	old announcer
Program open	new announcer

The Yale Broadcasting Co.
Incorporated
PROGRAM HIGHLIGHT
John Quincy Adams

WYLL
1440
AM

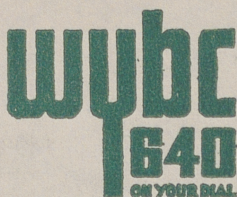
Yale University
New Haven, Conn.
Broadcasting Station
WYLL 1440 AM

Yale University
New Haven, Conn.
Broadcasting Station
WYLL 1440 AM
The program will be broadcast on the following dates:
Monday, October 1, 1940, 8:00 P.M.
Tuesday, October 2, 1940, 8:00 P.M.
Wednesday, October 3, 1940, 8:00 P.M.
Thursday, October 4, 1940, 8:00 P.M.
Friday, October 5, 1940, 8:00 P.M.
Saturday, October 6, 1940, 8:00 P.M.
Sunday, October 7, 1940, 8:00 P.M.

The program will be broadcast on the following dates:
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NEWS DEPARTMENT
RECORD DEPARTMENT
SPORTS DEPARTMENT
CONTINUITY DEPARTMENT

SPECIAL EVENTS DIVISION
RECORDING DIVISION
SUPERVISORS
CHIEF ANNOUNCER - MONITOR

In the event that there are three qualified announcers, the procedure is as follows:

Program close	old announcer
Network cue	old announcer
Station break	new announcer #1
20 second announcement	new announcer #1
Program open	new announcer #2

4) Themes

Programs which use themes will play them at the beginning of each program.

Opening themes in general should not last more than one minute.

The duration time of each theme is listed on the label, and the theme should be timed to come to a natural ending immediately prior to the network cue. (i.e. You should never have to fade out a theme at the end of a program.) As a matter of fact, records should never be faded out. Programs should be planned so that you have time to play all of a final record or cue it in to some appropriate spot.

The end of one record should never be sequed directly into the middle of another without having come voice over the seque, with the exception of programs like Designed for Study and Serenade at Six, in which slow blending of records can be accomplished. Nor should you ever seque the end of one record into the middle of a theme, but rather have the announcer do part of his close-out, however brief that may be, over the seque.

5) Program Timing

The engineer is at all times responsible for the correct timing of programs. That does not exclude the announcer, however. When making up a record program, the announcer should make sure that the final record of the program is an instrumental, and that the time of that record is marked on the label. If he has time, he should mark on his music sheet the precise times that he wants records to start.

Technically, on all disc jockey programs, the announcer is the producer, deciding when he wants certain records, when he wants seques, when he wants to talk over a record, etc. The announcer should be aware of disc jockey production, but the engineer is not thence absolved of all responsibility, as it is also his duty to suggest means for production to the announcer.

The Yale Broadcasting Co.

INCORPORATED

1900 YALE DEPARTMENT

1000 YALE DEPARTMENT

WYLLIE
1900

Yale University, New Haven, Conn.
The Yale Broadcasting Co.
1000 YALE DEPARTMENT

Yale University, New Haven, Conn.
The Yale Broadcasting Co.
1000 YALE DEPARTMENT

Yale University, New Haven, Conn.
The Yale Broadcasting Co.
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Yale University, New Haven, Conn.
The Yale Broadcasting Co.
1000 YALE DEPARTMENT

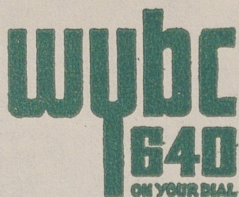
Yale University, New Haven, Conn.
The Yale Broadcasting Co.
1000 YALE DEPARTMENT

Yale University, New Haven, Conn.
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ASSISTANT PROGRAM DIRECTOR (OPNS)

NEWS DEPARTMENT
RECORD DEPARTMENT
SPORTS DEPARTMENT
CONTINUITY DEPARTMENT

SPECIAL EVENTS DIVISION
RECORDING DIVISION
SUPERVISORS
CHIEF ANNOUNCER - MONITOR

All programs are to start at the exact time listed on the program log. The network cue will in most cases be given thirty seconds prior to that time. If the network cue is given after thirty seconds before the new program, the new program shall delay its start until a full thirty seconds have elapsed. If the network cue is given before thirty seconds before the new program, the new program shall start at the scheduled time, not thirty seconds after the network cue.

The only time that the network cue shall not be given thirty seconds prior to the start of a new program is in the event of a one minute commercial on the break. In such instances, the network cue should be given one minute and ten seconds (1:10) prior to the start of the new program, which will commence as scheduled.

6) Program procedure

There are definite times during the evening and afternoons when "A" and "B" announcers and engineers are allowed on the air. They are listed as follows:

4:30-5:00 P.M.	"B" announcer	"A" engineer
5:00-6:00 P.M.	"A" announcer for Musical Matinee	"A" engineer
	"B" announcer for commercials, news, Campus Clipboard	
6:00-7:30 P.M.	"A" and "B" announcer alternate	"B" engineer
7:30-9:00 P.M.	"A" staff announcer on all special programs	"A" engineer
	"B" announcer on breaks	
9:00-11:00 PM	"B" announcer	"B" engineer
11:00-11:10 pm	"A" announcer or Supervisor	Starduster

You will note that there is not too much work for "B" engineers or "B" announcers. All men in these categories should attempt to attain "A" ratings by constant practice and then by asking the chief announcer and engineer for a test. Provided you pass, and provided that there is room open for you on a shift, you will be included in the shift schedule.

Engineers and announcers should continually check the program log at least three minutes in advance of every station break. Engineers should be conscious of VU levels at all times, especially when:

- 1) Two microphones are in use.
- 2) When two announcers are on one microphone.
- 3) A new announcer uses a microphone previously used by another man.
- 4) An announcer is talking over music.

BOARD

THE YALP PROJECT

PROGRAM DEPARTMENT

John Oliver McLaughlin

Chairman

1964-1965

1965-1966

1966-1967

1967-1968

1968-1969

1969-1970

1970-1971

1971-1972

1972-1973

1973-1974

1974-1975

1975-1976

1976-1977

1977-1978

1978-1979

1979-1980

1980-1981

1981-1982

1982-1983

BOARD

THE YALP PROJECT

PROGRAM DEPARTMENT

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1965-1966

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1981-1982

1982-1983

BOARD

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1964-1965

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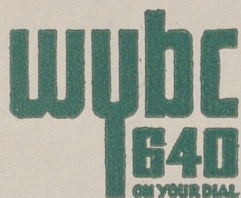
1978-1979

1979-1980

1980-1981

1981-1982

1982-1983



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RECORDING DIVISION
SUPERVISORS
CHIEF ANNOUNCER - MONITOR

VU peaks are as follows:

- 1) Music-----100
- 2) Voice-----80
- 3) Music under voice---

This depends completely on how it sounds to you. It is impossible to read the VU of the music in this instance with any degree of accuracy. Set your levels so that you can hear both the music and the voice distinctly, without either one of them drowning the other out.

7) Studio Procedure

Keep all hands off the microphones while they are on the air. Under no circumstances whatsoever move a microphone from one person to another, and if it is moved while off the air, call the engineers attention to it.

When announcing, please remember that the volume at which you speak is also a control of the program level, and that when you move away from the microphone, your volume drops at a rapid rate. Try to maintain some sort of equal level being fed into the microphone.

8) Commercials, program courtesies, and public service announcements

No commercial will be aired unless it is listed on the program log. No person is authorized to enter material in the "Program and Account" column of the program log except the Program Director, one of the Assistant Program Directors, or the Supervisor, with the permission of one of the afore mentioned.

Program courtesies will be supplied by the Public Relations Department, and used mainly between programs. At certain times they may be included in the body of a program. Check the program log to find out which courtesy to read. It is not necessary to clear these announcements through the Program Department. All personnel working with special programs are requested to fill out weekly forthcoming program forms to keep the Public Relations Department fully informed as to publicity desire.

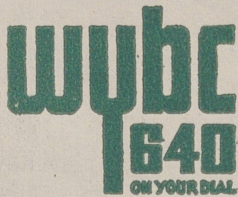
Public Service announcements, listed on the logs as NCSA's, will be directly resultant from the Public Service Director of the Program Department, who shall act as account executive for all such announcements. Such announcements shall be cleared through the regular program department and continuity channels.

Engineers will make a notation of the actual time all announcements are read in the column on the program log designated for that purpose.

Dear Sirs:

I am writing you in regard to the program of the Yale Broadcasting Co. for the month of May. The program is being prepared and will be ready for you by the first of the month. It will consist of a series of programs which will be of interest to you and your audience. The programs will be of a general nature and will cover a wide range of subjects. They will be presented in a clear and concise manner and will be of a high standard of quality. I am sure that you will find them of great value to you and your audience.

Very truly yours,
The Yale Broadcasting Co.



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PROGRAM DIRECTOR
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SUPERVISORS
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Announcers will make a notation of the date, the time a commercial was read, and his initials in the designated spaces on the individual pieces of commercial and public service copy.

9) New programs and commercials

One weeks clearance time is required by the Program Department for all new programs, and forty-eight hours for all new commercials. This means that, in the case of new commercials, the time order must have reached the continuity department forty-eight hours before airing, or else permission must have been obtained from the Continuity Director to rush the order through. This permission will be granted in extremely few, exceptional cases.

10) Remotes

Remote engineers will check their particular broadcast lines at least one hour in advance of broadcast time and not more than four hours in advance of it.

The cue for all remote broadcasts will be the network cue plus thirty seconds or a time cue. On all network programs and remote broadcasts, special instructions and procedure will be provided by the Program Department to all personnel concerned.

11) Supervisors

The supervisors shall be responsible to the Chief Supervisor, who is in turn responsible to the Program Director.

Supervisors are in complete charge of the broadcasting for the day, except for instructions from the Program Director, the Assistant Program Directors, or a member of the Program Department staff.

Assistant supervisors shall in general not act without the permission of the Supervisor on their particular evenings, as they are merely in training for the position of supervisor. Upon a suitable period of time, the Chief Supervisor, with the approval of the Program Director, will inform an assistant supervisor of his promotion to full supervisor.

The supervisor's duties are as follows:

- 1) Be present at WYBC at least one half hour before air time.
- 2) Check with all his broadcast personnel for the evening at least an hour before they are expected to be present.

THE YALE BROADCASTING CO.
135 N. GATE ST.
NEW HAVEN, CT.

The Yale Broadcasting Co.
PROGRAM DEPARTMENT
135 N. GATE ST.
NEW HAVEN, CT.

WUHT
1350
NEW HAVEN, CT.

Dear Sirs:

I am writing you to inform you that the following program is scheduled for broadcast on the above station:

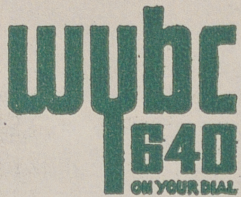
PROGRAM: [illegible]
DATE: [illegible]
TIME: [illegible]
LENGTH: [illegible]

Very truly yours,
[illegible signature]

[illegible text]

[illegible text]

[illegible text]



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3) Make sure that all record lists have been made up and all records pulled at least one half hour before the broadcast time of a particular program, with the exception of Musical Matinee, which should be ready at least ten minutes before broadcast time.

4) Assign members listed for the day in conformity with their classifications as announcers and engineers.

5) Assign heelers to pick up and return all news and sports summaries from WNHC.

6) Check all microphones before broadcast time for levels and each time a microphone is moved during the broadcast day.

7) Check the continuity box in the studio and the traffic box to see that they have been made available to the announcers prior to broadcast time.

8) Check all commercial copy to make sure that the Continuity Department has made no obvious mistakes.

9) Assign Studios #1 and #2 for broadcast use, so that they are used alternately for succeeding programs. Set up microphones for use on each program.

10) Keep all heelers in the studios between 4:00 P.M. and 1:00 A.M. busy. If heelers are not busy late in the evening, send them home. Find out from the heelers on your shift what other tasks that they are expected to do during the broadcast day and arrange your time with them for maximum efficiency in routine duties. Any tasks designated by the supervisor for a heelerson shift has precedence over his other work.

11) Keep all studios and offices neat during the broadcast hours.

12) Check with the Yawn Club member, not the heelers, for a report on that morning's Yawn Club. If you find that the Yawn Club member has not been present for two successive weeks, call it to the attention of the Assistant Program Director in charge of Administration.

13) Check the program logs periodically throughout the evening to make sure that the engineer is noting the times of the commercial announcements and programs.

14) Check the commercial box in the studio periodically throughout the evening to make sure that the announcers are signing the copy as they read it.

THE YALE PRESS

The Yale Press

WILEY

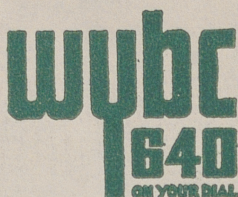
PROGRAM DEPARTMENT

John C. Thompson

[Faint, mostly illegible text body consisting of several paragraphs]

WILEY

MADE IN U.S.A.



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15) Check the engineer periodically to make sure that his VU peaks are correct.

16) Write in duplicate, a complete supervisor's report. Post the original on the main bulletin board and the duplicate in the Program Dept. Note: You may omit the item in the supervisor's report marked "Members present."

17) Provide the Starduster with his commercial copy and remind him to sign both the commercial copy and the engineer's copy of the program log.

18) Place copies of all scripts excepting music lists in the Program Director's box.

19) Check the program logs and commercial copy for completeness of signatures at 11:20 P.M.

20) Place the engineer's copy of the program log in the Business Manager's box, or, if you leave before the sign off, instruct the Starduster to do so. Place the announcer's copy of the program log on the clipboard in the Program Department.

21) Separate all commercials, program courtesies, and continuity, filing them as follows:

- 1) Commercials in the commercial box for that day.
- 2) Program courtesies in the Public Relations Department.
- 3) Continuity in the Continuity Department.

22) Instruct the heelers in the final cleaning of the station, which includes mopping the floors, emptying ash trays, emptying waste baskets, leaving all offices in neat condition, and returning Coca-Cola bottles to the rack.

23) Report and unusual happenings to the Program Director.

It is requested that all members and heelers become familiar with the above material, and adhere as closely as possible to the procedure and regulations set forth.

Howard Eaton, Jr.
Program Director

THE TALE BROADCASTING CO.
NEW YORK, N. Y.
1940

PROGRAM DEPARTMENT
Late Office Memorandum

WUPT
1940

TO: Mr. [Name]
FROM: Mr. [Name]
SUBJECT: [Subject]

[Faint paragraph of text]

[Faint paragraph of text]

[Faint paragraph of text]

[Faint paragraph of text]

[Faint paragraph of text]

[Faint paragraph of text]

[Faint paragraph of text]